
Subject: Local Agency Vendor Files

Effective Date: October 1, 2006

Revised from:

Policy: The Local Agency will maintain paper files for vendors under their management.

Procedure:

1. Each vendor file should contain the following (at a minimum):
 - a. Copies of written correspondence
 - b. Minimum Stock Exemption form (if applicable)
 - c. Documentation of trainings conducted (i.e. sign-in sheet)
 - d. Documentation of monitoring visits conducted
 - e. Documentation of evaluation visits for new vendors and/or changes of ownership
2. The Local Agency should retain a copy of any documentation forwarded to the State Agency.
3. All supporting documentation and records shall be retained for four (4) years (current Federal Fiscal Year plus prior 3 Federal Fiscal Years). Longer retention may be required for resolution of audits or investigations. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three-year period, the records shall be kept until all issues are resolved or until the end of the regular three-year period, whichever is later.